



Defense Civilian Personnel Advisory Service **RECRUITMENT, RELOCATION, AND RETENTION INCENTIVES MYTH BUSTERS**

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1.0 INTRODUCTION

An agency may make recruitment, relocation, and retention payments to an individual or group to address recruitment and retention problems. The recruitment incentives enhance the efforts of the Department of Defense (DoD) to recruit for hard-to-fill positions. Relocation and retention incentives enable DoD to retain already trained and valued employees, thereby avoiding a lengthy recruitment process. These incentives should be used only when necessary to support mission and program needs in accordance with applicable laws, regulations, and DoD policy.

This guide provides a list of common misconceptions pertaining to these incentives, along with clarification and references to help dispel any misunderstandings on the use of these incentives.

2.0 MYTH BUSTERS

Myth #1: An agency must always provide extensive documentation in order to authorize a recruitment or relocation incentive.

Fact: If a difficult-to-fill position is covered by an Office of Personnel Management (OPM)-approved direct-hire authority (DHA) under title 5, Code of Federal Regulations (CFR), part 337, subpart B, or a DHA approved by DoD under title 5, U.S. Code (U.S.C.), section 9902(b)(2), then the factors outlined in title 5, CFR, parts 575.106 and 575.206 are satisfied. Note: Many DoD DHAs are not OPM-approved and may not be used as justification for this purpose when not established based on the same criteria as OPM-approved DHAs under title 5, CFR, parts 337.202(b) and (c).

OPM/DoD approved DHAs per 5 CFR 337- No Justification Required		Statutory DoD DHAs- Justification Required	
OPM	Medical Occupations (all grade levels)	Diagnostic Radiologic Technologist, GS-0647	Expedited Hiring Authority (EHA) for Certain Defense Acquisition Workforce Positions
		Medical Officer, GS-0602	Temporary EHA for Certain Defense Health Care Occupations
		Nurse, GS-0610, GS-0620	Temporary DHA for Veteran Technical Experts into the Defense Acquisition Workforce
		Pharmacist- GS-0660	Temporary DHA for Technical Experts into the Defense Acquisition Workforce
	STEM Positions (GS levels 11-15)	Economist, GS-0110	Temporary DHA for Post-Secondary Students and Recent Graduates
		Biological Science, GS-0401	Temporary DHA for Financial Management Experts in the DoD Workforce
		Fishery Biologist, GS-0482	Temporary DHA for Domestic Defense Industrial Base Facilities and the Major Range and Test Facilities Base in the DoD
		General Engineer, GS-0801	Temporary DHA for the DoD Office of the Director of Operational Test and Evaluation

		Civil Engineer, GS-0810	Noncompetitive Temporary and Term Appointments To Meet Critical Hiring Needs in the Department of Defense (DHA NTE 18 months)
		Physical Sciences, GS-1301, 1306, 1310, 1320 only	DHA for Cyber Workforce Positions
		Actuary, GS-1510	Temporary DHA for Childcare Services Providers for Department Child Development Centers
		Mathematics, GS-1520	Temporary DHA for the DoD for Personnel to Assist in Business Transformation and Management Innovation
		Mathematics Statistician and Statistician, GS-1529-1530	DHA at Personnel Demonstration Laboratories for Certain Candidates (Advanced Degree DHA)
		Acquisitions, GS-1102	DHA for Certain Positions at Department of Defense Research and Engineering Facilities (Bachelor's Degree DHA)
	Cyber Positions (GS levels 12-15)	Computer Engineers (Cybersecurity), GS-0854	DHA for Certain Positions at Department of Defense Research and Engineering Facilities (Veteran DHA)
		Computer Scientists (Cybersecurity) , GS-1550	Temporary DHA for Certain Positions at Department of Defense Research and Engineering Facilities (Students Enrolled in Scientific and Engineering Programs)
		Electronics Engineers (Cybersecurity) , GS-0855	Temporary AcqDemo DHA for Business and Technical Management Career Path
		IT Cybersecurity Specialist, GS-2210 (require IT knowledge/competencies, coded to include cybersecurity functions, and the cybersecurity work must be performed the majority of the time)	Temporary AcqDemo DHA for Veteran NH Career Path, and Technical Management Support Career Path (NJ)
	Positions involved in Iraqi Reconstruction Efforts, all WG and single grade interval occupations in the GS, two-grade interval GS occupations at GS-9 and above		Temporary AcqDemo DHA for Acquisition Student Intern Appointments
	Veterinary Medical Officer, GS-11-15		Temporary AcqDemo DHA for Scholastic Achievement Appointments
DoD	U.S. Army Corps of Engineers (GS levels 09-14, or equivalent) Expires 9/13/2021	Realty, GS-1170 (non-acquisition coded) Appraising, GS-1171 (non-acquisition coded)	DHA for Certain Competitive Service Positions
	Police Officer, GS-0083 (GS level 05-09, or equivalent) Expires 9/30/2021		

References:

- DoD Instruction (DoDI) 1400.25 Vol. 575 Para. 4.1.g.(2) and 5.1.g.(2)
- Title 5, CFR, parts 575.106(c) and 575.206(c)
- Title 5, U.S.C., section 9902(b)(2)

Myth #2: Recruitment incentives may not be paid to an existing or former Federal civilian employee.

Fact: A candidate with former civilian experience in the Federal government is considered newly appointed following a break in service of at least 90 days. Other types of Federal experience immediately preceding an appointment may meet the definition of “newly-appointed” in title 5, CFR, part 575.102, including:

- A time-limited appointment in the competitive or excepted service;
- A non-permanent appointment in the competitive or excepted service;
- Employment with the government of the District of Columbia (DC) when the candidate was first appointed by the DC government on or after October 1, 1987;
- An appointment as an expert or consultant under title 5, U.S.C., section 3109 and title 5, CFR, part 304;
- Employment under a provisional appointment designated under title 5, CFR, part 316.403;
- Employment under an Internship Program appointment under title 5, CFR, part 213.3402(a); or
- Employment as a Senior Executive Service limited term appointee or limited emergency appointee (as defined in title 5, U.S.C., sections 3132(a)(5) and (a)(6), respectively).

Reference:

- Title 5, CFR, part 575.102

Myth #3: Recruitment incentives may not be paid to part-time or temporary employees.

Fact: An applicant who is selected for a part-time position or temporary appointment is eligible to receive a recruitment incentive, provided all other requirements in title 5, CFR, part 575, subpart A, are met. For example, a temporary appointment must be for at least 6 months to meet the minimum period of employment required for a service agreement.

Myth #4: There is no authority to pay multiple incentives or allow concurrent recruitment, relocation, and retention service agreements.

Fact: An agency may commence a relocation incentive service agreement during a period of employment established under a service agreement for a previously authorized retention incentive or for which an employee is receiving previously authorized retention incentive payments without a service agreement. There is no other authority to pay concurrent incentives.

References:

- Title 5, CFR, part 575.205(e)
- Title 5, CFR, part 575.309(g)

Myth #5: An agency may not pay a relocation incentive to an employee who has also been authorized a permanent change of station (PCS) for the same move for a difficult-to-fill position.

Fact: There is no prohibition to granting both a relocation incentive and a PCS to an employee for the same move. The requirements for each authority must be met to grant these incentives.

Myth #6: An employee is required to have a job offer in hand from a private sector employer before an agency may approve a retention incentive.

Fact: A job offer is not required per OPM regulations or DoD policy before an agency may approve a retention incentive to an employee. DoD Components have broad discretion to determine if an employee is likely to leave the Federal service. A Component may need to authorize a retention incentive to an employee who may be likely to leave the Federal service for reasons other than to take a private sector job offer, such as to retire.

References:

- DoDI 1400.25 Vol. 575, Para. 6.1.a.(1)
- Title 5, CFR, part 575.306

Myth #7: In no circumstances may an agency pay a retention incentive to an employee likely to leave for a different Federal position.

Fact: There is one circumstance, if an employee is in an organization that is subject to closure or relocation who is likely to leave for a different position in the Federal service.

References:

- DoDI 1400.25 Vol. 575, Para. 6.1.a.(3)
- Title 5, CFR, part 575.314

Myth #8: A service agreement is required for all recruitment, relocation, and retention incentive authorizations.

Fact: A service agreement is required for most recruitment, relocation, and retention incentive authorizations. However, an agency may authorize a retention incentive without a written service agreement if the agency pays the retention incentive in biweekly installments and sets each biweekly installment payment at the full retention incentive percentage rate established for the employee.

References:

- DoDI 1400.25 Vol. 575 Paragraph 6.2.a
- Title 5, CFR, part 575.309(a)

3.0 REFERENCES

- Title 5, U.S.C., sections 5753 and 5754
- Title 5, U.S.C., section 9902(b)(2)
- Title 5, CFR, part 575.314
- Title 5, CFR, part 575, subparts A, B, and C
- DoDI 1400.25, Volume 575, “DoD Civilian Personnel Management System: Recruitment, Relocation, and Retention Incentives and Supervisory Differentials”

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/140025/1400.25-V575.pdf?ver=2018-02-02-110404-583>

4.0 CONTACT

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