



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12572.1
(042)

13 APR 1992

NTC GREAT LAKES INSTRUCTION 12572.1

From: Commander, Naval Training Center, Great Lakes

Subj: RECRUITMENT BONUSES, RELOCATION BONUSES, AND RETENTION ALLOWANCES FOR CIVILIAN EMPLOYEES

Ref: (a) 5 USC 5753 AND 5754
(b) ASD MEMO of 3 Oct 91 (NOTAL)

Encl: (1) Recruitment Bonus Service Agreement
(2) Relocation Bonus Service Agreement
(3) Retention Allowance Service Agreement

1. Purpose. To establish policies and procedures to implement the Department of Defense (DOD) Recruitment Bonus, Relocation Bonus, and Retention Allowance Plans in the activities serviced by the Naval Training Center Consolidated Civilian Personnel Office (NTC CCPO).

2. Background. The Federal Employee Pay Comparability Act (FEPCA) (Public Law 101-509 of 5 Nov 90) provided the authority and flexibility for government agencies to pay recruitment and relocation bonuses and retention allowances to civilian employees subject to the issuance of appropriate regulations by the Office of Personnel Management (OPM). The regulations have now been codified in reference (a). By reference (b), the DOD redelegated approval authority through the chain of command to activity heads to approve recruitment and relocation bonuses, and retention allowances in accordance with DOD's Recruitment, Relocation and Retention Allowance Plans. These Plans remain in effect until superseded by a DOD Civilian Personnel Manual (CPM) Chapter 572.

3. Information

a. Under the Recruitment Bonus Plan, an activity is authorized to pay a recruitment bonus up to 25 percent of annual basic pay to a newly appointed employee or to an individual to whom a written offer of employment has been made by an activity, provided there is a determination that, in the absence of such a bonus, difficulty would be encountered in filling the position with a high quality candidate.

b. Under the Relocation Bonus Plan, an activity is authorized to pay a relocation bonus up to 25 percent of annual basic pay to an employee who must relocate to accept a position in a different commuting area, provided there is a determination that, in the absence of such a bonus, difficulty would be

13 APR 1992

encountered in filling the position with a high quality candidate.

c. Under the Retention Allowance Plan, an activity is authorized to pay a retention allowance of up to 25 percent of basic pay to a current employee if the unusually high or unique qualifications of the employee or a special need of the activity for the employee's service make it essential to retain the employee, and the activity determines that the employee would be likely to leave in the absence of a retention allowance.

4. Bonus Offers and Approval

a. By law, these bonuses and allowances must be approved by an official at an organizational level higher than the individual making the initial offer. In activities serviced by the NTC CCPO, the offer will normally be made by an official one level below the Commanding Officer of the activity. Activities which contemplate using these authorities should take the necessary action to identify the individual with authority to make such an offer.

b. Offers made are subject to review and approval by the Commanding Officer.

5. A recruitment bonus is used as a tool to attract and retain quality candidates for hard-to-fill positions.

a. A new appointee, i.e., an individual, appointed to a position in civil service for the first time or an individual who previously worked for civil service with a break in service of at least one year and the appointment is for not less than 2 years, is eligible for this bonus.

b. A recruitment bonus may be approved for up to 25 percent of basic salary. Payment is made in lump sum after processing of the signed service agreement.

c. A recruitment bonus is offered only and paid after an employee agrees to stay with the activity for a period of time (not less than 12 months). The required service agreement is attached as enclosure (1).

d. Prior to approval of a recruitment bonus, the approving official must certify in writing that, absent a recruitment bonus, the activity would have difficulty in filling the position with a highly qualified candidate. As appropriate, the certification should describe such things as:

13 APR 1992

(1) Results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the number of pending vacancies and/or the length of time required to fill similar positions, to include a statement from the NTC CCPO that no appropriate candidates exist.

(2) Recent turnover in similar positions.

(3) Labor-market factors that may affect the activity's ability to recruit high quality candidates for similar positions.

(4) Special qualifications needed for the position.

(5) The feasibility of using a superior qualifications appointment - separately or in conjunction with a recruitment bonus.

6. A relocation bonus is used to attract and retain a current civil service employee in a hard-to-fill position.

a. Only a current employee who must relocate to accept a position in a different commuting area is eligible. The move must be without a break in service.

b. A relocation bonus may be approved for up to 25 percent of basic salary. Payment is made as a lump sum and not paid until after the employee reports to the new location.

c. A relocation bonus is paid only when an employee agrees to stay with the activity for a period of time (not less than 12 months). The relocation service agreement attached as enclosure (2) must be signed and approved before the employee moves.

d. Prior to approval of a relocation bonus, the approving official must certify in writing that, absent a relocation bonus, the activity would have difficulty in filling the position with a highly qualified candidate. As appropriate, the certification should describe such things as:

(1) Results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the number of pending vacancies, and/or the length of time required to fill similar positions, to include a statement from the NTC CCPO that no appropriate candidates exist.

(2) Recent turnover in similar positions.

13 APR 1992

(3) Labor-market factors that may affect the organization's ability to recruit high quality candidates for similar positions.

(4) Special qualifications needed for the position.

(5) The feasibility of using a superior qualifications appointment - separately or in conjunction with a recruitment bonus.

7. A retention allowance is used to retain the services of a current employee.

a. Only in the case of a current employee, who has unusually high or unique qualifications or if there is a special need for the employee's services which make it essential to retain the employee, is the employee eligible. The employee must have completed 1 year of continuous service (or completed the length of service required for a recruitment or relocation bonus), and the employee must certify that he/she will be likely to leave Federal service if not granted this allowance.

b. A retention allowance may be approved for up to 25 percent of basic salary. Payment is prorated over the length of the service agreement and paid in the same manner and at the same time as basic pay, although it shall not be considered part of basic pay.

c. A retention allowance is paid only upon an employee signing the service agreement attached as enclosure (3). A retention allowance service agreement must be reviewed and recertified annually. The retention allowance may be terminated or the amount may be reduced when it is determined that:

(1) A lesser amount, or no allowance, is necessary to retain the employee.

(2) Labor-market conditions have changed and recruitment of employees with needed qualifications would be possible.

(3) The need for the services of the employee has lessened.

(4) Budget considerations preclude payment.

d. Prior to approval of a retention allowance, the approving official must certify in writing that, absent a retention

13 APR 1992

allowance, the employee would be likely to leave the Federal service for employment outside the government. The documentation must include a written description of the extent to which the employee's departure would affect the activity's ability to carry out an activity or perform a mission essential function. As appropriate, the written certification may describe such things as:

(1) Results of recent efforts to attract quality candidates with similar qualifications; or

(2) Availability in the labor-market of candidates for employment with qualifications necessary to perform the full range of duties of the position with a minimum of training or description.

8. Advice. Further information on these bonuses and retention plans is available from the NTC CCPO. It is expected that few, if any, bonuses or allowances will be authorized under these plans in activities serviced by the NTC CCPO.

9. Reports. NTC CCPO will submit required reports to the Navy's Office of Civilian Personnel Management (OCPM) by 1 November each year, for the preceding fiscal year.


J. L. BOYDSTON
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5K
Lists I & V
Code 042 (20)

RECRUITMENT BONUS SERVICE AGREEMENT

13 APR 1992

<p>AUTHORITY: 5 U.S.C. 5753 and Subpart A, Part 575 of Title 5, Code of Federal Regulations</p>		
<p>1. NAME (Last, First, MI) AND SSN</p>	<p>2. LOCATION OF EMPLOYING OFFICE</p>	
<p>3. POSITION TITLE/SERIES/GRADE AND SALARY</p>	<p>4. RECRUITING BONUS AMOUNT (not to exceed 25 percent of basic pay)</p>	
<p>5. PERCENT OF BASIC PAY (not to exceed 25 percent of basic pay)</p>	<p>6. LENGTH OF AGREEMENT (not less than 12 months)</p>	
<p>7. I UNDERSTAND AND AGREE THAT:</p> <p>a. As a condition of accepting payment, I will serve in the above position from the effective date at least through the expiration date of this agreement, unless the agreement is terminated sooner as indicated below.</p> <p>b. If my employment in the position shown in paragraph 3 is terminated during the period of the agreement at the convenience of the government, but not at my request or a result of my poor performance or misconduct, I will be entitled to retain the bonus.</p> <p>c. If my employment in the position shown in paragraph 3 is terminated during the period of the agreement at my request or as result of my poor performance or misconduct, I will be required to refund the total amount received under the agreement if I have completed less than the length of service of this agreement.</p> <p>d. This agreement does not in any way commit the government to continue my employment.</p>		
<p>8a. EMPLOYEE</p>	<p>b. SIGNATURE</p>	<p>c. DATE</p>
<p>9a. APPROVING OFFICIAL</p>	<p>b. SIGNATURE</p>	<p>c. DATE</p>

RELOCATION BONUS SERVICE AGREEMENT

13 APR 1992

<p>AUTHORITY: 5 U.S.C. 5753 and Subpart A, Part 575 of Title 5, Code of Federal Regulations</p>		
<p>1. NAME (Last, First, MI) AND SSN</p>	<p>2. LOCATION OF EMPLOYING OFFICE</p>	
<p>3. POSITION TITLE/SERIES/GRADE AND SALARY</p>	<p>4. RELOCATION BONUS AMOUNT (not to exceed 25 percent of basic pay)</p>	
<p>5. PERCENT OF BASIC PAY (not to exceed 25 percent of basic pay)</p>	<p>6. LENGTH OF AGREEMENT (not less than 12 months)</p>	
<p>7. I UNDERSTAND AND AGREE THAT:</p> <p>a. As a condition of accepting payment, I will serve in the above position from the effective date at least through the expiration date of this agreement, unless the agreement is terminated sooner as indicated below.</p> <p>b. If my employment in the position shown in paragraph 3 is terminated during the period of the agreement at the convenience of the government, but not at my request or a result of my poor performance or misconduct, I will be entitled to retain the bonus.</p> <p>c. If my employment in the position shown in paragraph 3 is terminated during the period of the agreement at my request or as result of my poor performance or misconduct, I will be required to refund the total amount received under the agreement if I have completed less than the length of service of this agreement.</p> <p>d. This agreement does not in any way commit the government to continue my employment.</p>		
<p>8a. EMPLOYEE</p>	<p>b. SIGNATURE</p>	<p>c. DATE</p>
<p>9a. APPROVING OFFICIAL</p>	<p>b. SIGNATURE</p>	<p>c. DATE</p>

13 APR 1992

RETENTION ALLOWANCE SERVICE AGREEMENT

AUTHORITY: 5 U.S.C. 5754 and Subpart A, Part 575 of Title 5, Code of Federal Regulations

1. NAME (Last, First, MI) AND SSN	2. LOCATION OF EMPLOYING OFFICE
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3. POSITION TITLE/SERIES/GRADE AND SALARY	4. RETENTION ALLOWANCE AMOUNT (not to exceed 25 percent of basic pay)
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5. PERCENT OF BASIC PAY (not to exceed 25 percent of basic pay)	6. LENGTH OF AGREEMENT (not less than 12 months)
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7. I UNDERSTAND AND AGREE THAT:

a. As a condition of accepting payment, I will serve in the above position from the effective date at least through the expiration date of this agreement, unless the agreement is terminated sooner as indicated below.

b. If my employment in the position shown in paragraph 3 is terminated during the period of the agreement at the convenience of the government, but not at my request or a result of my poor performance or misconduct, I will be entitled to retain the bonus.

c. If my employment in the position shown in paragraph 3 is terminated during the period of the agreement at my request or as result of my poor performance or misconduct, I will be required to refund the total amount received under the agreement if I have completed less than the length of service of this agreement.

d. The allowance will be paid in the same manner and at the same time as my basic pay, but is not considered basic pay for computing retirement entitlement, insurance entitlement, or other benefits related to basic pay.

e. The effective date of the allowance is the beginning of the first pay period that begins on or after the date of this agreement.

8a. EMPLOYEE	b. SIGNATURE	c. DATE
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9a. APPROVING OFFICIAL	b. SIGNATURE	c. DATE
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DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12572.1 CH-1

(042)
21 MAY 1992

NTC GREAT LAKES INSTRUCTION 12572.1 CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: RECRUITMENT BONUSES, RELOCATION BONUSES, AND RETENTION
ALLOWANCES FOR CIVILIAN EMPLOYEES

1. Purpose. To issue change 1 to basic instruction.
2. Action. Make the following pen changes:
 - a. On page 1, add the following reference:

(c) CNETINST 12575.1 (NOTAL)
 - b. On page 2, add the following subparagraph to paragraph 4:

"c. In accordance with reference (c), Commanding Officers of Naval Education and Training Command (NAVEDTRACOM) activities are not authorized to approve these bonuses or allowances. They may only recommend them. The Vice Chief of Naval Education and Training is the approving authority."

A handwritten signature in black ink, appearing to read "J. L. Boydston".

J. L. BOYDSTON
Chief of Staff

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