Recruitment, Relocation and Retention Incentive

Ref: NPSINST 12550.1

NPS BSO22 Guidance Execution of FY14 Hiring Plan

5 CFR 575 Subpart A, B, C

Recruitment: [5 CFR 575 Subpart A](http://www.ecfr.gov/cgi-bin/text-idx?SID=c2f48b480bd8dbcdda62a0905c40010c&mc=true&node=pt5.1.575&rgn=div5#sp5.1.575.a)

1. Selectee request incentive and management approves an amount no more than 25% of candidate’s rate of basic pay including locality.
2. Verify that announcement stated that incentive was authorized.
3. Management provides:
   1. Completed NPS12550.1
   2. Written justification for incentive.
   3. Cost of living comparison.
   4. Selectee’s last appraisal (acceptable rating or higher)
4. Route packet thru command for approval of President.
5. Submit packet for approval to N1B thru HRO Director.
6. Signed Service Agreement for no less than 6 months or more than 4 years with the agency in return for payment of a recruitment incentive.
7. Submit incentive for following pay period.

Relocation: [5 CFR 575 Subpart B](http://www.ecfr.gov/cgi-bin/text-idx?SID=c2f48b480bd8dbcdda62a0905c40010c&mc=true&node=pt5.1.575&rgn=div5#sp5.1.575.b)

1. Selectee request incentive and management approves an amount no more than 25% of candidate’s rate of basic pay including locality.
2. Verify that announcement stated that incentive was authorized.
3. Management provides:
   1. Completed NPS 12550.1
   2. Written justification for incentive.
   3. Cost of living comparison.
   4. Selectee’s last appraisal (acceptable rating or higher)
4. Route packet thru command for approval of President.
5. Submit packet for approval to N1B thru HRO Director.
6. Signed Service Agreement for no less than 6 months or more than 4 years with the agency in return for payment of a recruitment incentive.
7. Submit incentive for following pay period.

Retention: [5 CFR 575 Subpart C](http://www.ecfr.gov/cgi-bin/text-idx?SID=c2f48b480bd8dbcdda62a0905c40010c&mc=true&node=pt5.1.575&rgn=div5#sp5.1.575.c)

1. Management requests incentive due to individual or group of employees have unusually high or unique qualifications.
2. Verify that announcement stated that incentive was authorized.
3. Management provides:
   1. Completed NPS 12550.1
   2. Management must provide narrative explanation for the determination.
   3. Cost of living comparison.
   4. Selectee’s last appraisal (acceptable rating or higher)
   5. Route packet thru command for approval of President.
   6. Submit packet for approval to N1B thru HRO Director.
   7. When approved, initiate RPA and send to Stennis.

Superior Qualifications Determination: [5 CFR 531 Subpart A](http://www.ecfr.gov/cgi-bin/text-idx?SID=c0ddb9dd9685c6c196632bedf3f34492&mc=true&node=se5.1.531_1212&rgn=div8)

1. Selectee requests Superior Qualifications by submitting a narrative justification to management.
2. Management provides:
   1. Narrative justification from selectee.
   2. Selectee Resume
   3. Selectee last pay stub
   4. Management narrative justification
   5. Completed OP-12530.2
   6. Announcement
   7. Cost of living comparison.
3. Route packet thru command for approval of President.
4. When approved, inform OCHR-Stennis by email and attaching SQA approved packet.