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Personnel

INTERIM UPDATE 08-09

**SUBJECT:** Issuance of ADS 467, Federal Employee Pay Authorities and Flexibilities

**NEW MATERIAL:** The Office of Human Resources is issuing a new revision of ADS 467, Federal Employees Pay Authorities and Flexibilities. The chapter updates policies, required procedures, and guidelines on use of various pay authorities and flexibilities originally enacted by the Federal Employees Pay Comparability Act of 1990 (FEPCA).

**EFFECTIVE DATE:** 08/21/2008

- ATTACHMENT:**
1. [ADS Chapter 467](#)
  2. [Implementation Guidelines for Authorizing Recruitment and Relocation Incentives](#)
  3. [AID 400-14, Recruitment/Relocation Incentive Approval Form](#)
  4. [AID 400-15, Recruitment Incentive Service Agreement](#)
  5. [AID 400-16, Relocation Incentive Service Agreement](#)
  6. [Implementation Guidelines for Authorizing Payment of Retention Incentives](#)
  7. [AID 400-13, Retention Incentive Recommendation and Approval Form](#)
  8. [AID 400-19, Retention Incentive Service Agreement](#)
  9. [Superior Qualifications and Special Needs Pay-Setting Authority](#)
  10. [AID 400-17, Superior Qualifications and/or Special Needs Approval Form](#)
  11. [Implementation Guidelines for Authorizing Payment of Travel Expenses for Candidates' Pre-Employment Interviews](#)
  12. [Service Agreement for Payment of Travel and Transportation Expenses](#)
  13. [USAID Information Technology \(IT\) Skills Incentive Program \(SIP\) Standard Operating Procedures Manual](#)

## POLICY

USAID/General Notice  
HR/PPIM  
08/21/2008

Subject: Issuance of ADS 467, Federal Employee Pay Authorities and Flexibilities

The Office of Human Resources is issuing a new revision of ADS 467, Federal Employees Pay Authorities and Flexibilities. The chapter updates policies, required procedures, and guidelines on use of various pay authorities and flexibilities originally enacted by the Federal Employees Pay Comparability Act of 1990 (FEPCA). The intent of this legislation was to provide special pay authorities to assist in the recruitment and retention of Civil Service and other categories of employees that have unusually high or unique qualifications i.e., competencies that are essential to retain or that meet a special need of the Agency.

The Federal Workforce Flexibility Act of 2004 provided Federal agencies with additional flexibilities on use of recruitment, relocation, and retention allowances (also known as the "3Rs") to help recruit and retain employees and to help agencies better meet their strategic human capital needs. These pay authorities are intended to be used on a selective basis to assist in the recruitment and retention of employees who have unique or specialized skills that are in short supply and critical to accomplishment of the Agency's mission.

The contents of ADS 467 are attached to this Notice. This issuance is effective retroactive to December 17, 2007, when recent regulations issued by the Office of Personnel Management on use of retention incentives went into effect.

Detailed Agency guidelines on the policies, criteria, responsibilities, and approval process for use of each pay authority are provided in internal mandatory references attached to this ADS chapter.

Four implementation guidelines have been developed for each of these pay authorities:

- (1) recruitment/relocation incentives,
- (2) retention incentives,
- (3) appointments above the minimum rate (also known as superior qualification appointments), and
- (4) payment of pre-employment interview travel expenses for candidates and travel and transportation expenses for new appointees.

An attachment to ADS 467, the Information Technology (IT) Skills Incentive Program (SIP) Standard Operating Procedures Manual, describes the Information Technology (IT) Skills Incentive Program (SIP) in detail. This attachment updates information regarding eligibility criteria, application procedures, panel review process, and general

administration of the program. Mr. Bill Wood, M/CIO/KM, is the point of contact for the IT Skills Incentive Program. He may be reached on (202) 712-1019.

- Attachment 1 ADS 467, Federal Employees Pay Authorities and Flexibilities
- Attachment 2 Implementation Guidelines for Authorizing Recruitment and Relocation Incentives
- Attachment 3 AID 400-14, Recruitment/Relocation Incentive Approval Form
- Attachment 4 AID 400-15, Recruitment Incentive Service Agreement
- Attachment 5 AID 400-16, Relocation Incentive Service Agreement
- Attachment 6 Implementation Guidelines for Authorizing Payment of Retention Incentives
- Attachment 7 AID 400-13, Retention Incentive Recommendation and Approval Form
- Attachment 8 AID 400-19, Retention Incentive Service Agreement
- Attachment 9 Superior Qualifications and Special Needs Pay-Setting Authority
- Attachment 10 AID 400-17, Superior Qualifications and/or Special Needs Approval Form
- Attachment 11 Implementation Guidelines for Authorizing Payment of Travel Expenses for Candidates' Pre-Employment Interviews and Travel and Transportation Expenses for New Appointees
- Attachment 12 Service Agreement for Payment of Travel and Transportation Expenses
- Attachment 13 USAID Information Technology (IT) Skills Incentive Program (SIP) Standard Operating Procedures Manual

Point of Contact: Questions regarding this ADS chapter may be directed to Joann Jones, HR/PPIM, on (202) 712-5048.

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