



USAID
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ADS Chapter 467

Federal Employees Pay Authorities and Flexibilities

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**Functional Series 400 – Personnel
ADS 467 – Federal Employees Pay Authorities and Flexibilities**

This chapter has been substantively revised in its entirety.

Table of Contents

<u>467.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>467.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>467.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>4</u>
<u>467.4</u>	<u>MANDATORY REFERENCES</u>	<u>4</u>
<u>467.4.1</u>	<u>External Mandatory References</u>	<u>4</u>
<u>467.4.2</u>	<u>Internal Mandatory References</u>	<u>5</u>
<u>467.5</u>	<u>ADDITIONAL HELP</u>	<u>6</u>
<u>467.6</u>	<u>DEFINITIONS</u>	<u>6</u>

ADS 467 – Federal Employees Pay Authorities and Flexibilities

467.1 OVERVIEW

Effective Date: 12/17/2007

The Federal Employees Pay Comparability Act of 1990 (FEPCA) contained a variety of pay authorities to assist managers and supervisors in recruiting, relocating, and retaining highly qualified employees. Section 101(a) of the Federal Workforce Flexibility Act of 2004 provides Agency managers and supervisors with additional flexibility to help recruit and retain highly qualified employees to help better meet USAID's strategic human capital needs.

The new authorities replace the former recruitment and relocation bonus and retention allowance authorities, contained in FEPCA, which applied to General Schedule and other categories of Federal employees. To differentiate these kinds of payments – which are designed to provide a monetary incentive for an individual or group to accept a new position or to remain employed in the current position(s), as opposed to rewarding an individual or group for quality of performance (the typical context within which the term “bonus” is used) — these regulations use the term “incentives” instead of “bonuses” when discussing those areas of pay.

Detailed guidelines on the criteria, responsibilities, and policies and procedures for all pay authorities used in USAID are provided in the Internal Mandatory References for this chapter, as follows:

- Recruitment and Relocation Incentives;
- Retention Incentives;
- Superior Qualifications and Special Needs Appointments (also known as Appointments Above the Minimum Rate); and
- Payment of Pre-employment Interview Travel Expenses for Candidates and Travel and Transportation Expenses for New Appointees.

467.2 PRIMARY RESPONSIBILITIES

Effective Date: 12/17/2007

a. The **Office of Human Resources (HR)** has primary responsibility for

- Developing Agency policy directives and required procedures relating to recruitment, relocation, retention incentives, and other pay authorities;
- Reviewing and processing requests for use of pay incentives and obtaining the necessary Agency approvals;
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- Maintaining records on use of pay authorities as listed in this chapter; and
- Evaluating the use of incentives under all pay authorities as listed in this chapter to ensure actions taken conform to all regulatory requirements and Agency guidelines.

b. USAID/Washington (USAID/W) Bureaus and Independent Offices (B/IOs) are responsible for initiating requests for use of **incentives** to assist in recruiting, relocating, and retaining highly qualified employees for positions that are difficult to fill in their organizations.

(See section **467.4.2** for responsibilities that are specific to use of each authority.)

467.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

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USAID uses the pay authorities described in this chapter only when there is a demonstrable need for such an incentive to recruit, relocate, or retain highly qualified employees.

USAID authorizes payment of incentives under this chapter subject to available funds.

USAID uses the least costly incentive, or combination of incentives, in each case.

USAID authorizes use of an incentive under this chapter based on written justification documenting the rationale for why the incentive is needed.

USAID authorizes use of pay authorities described in this chapter without regard to such factors as race, color, national origin, age, sex, religion, political or labor organization affiliation, marital status, sexual orientation, or physical disability.

(See section **467.4.2** for policy directives and required procedures that are specific to use of each pay authority described in this chapter.)

467.4 MANDATORY REFERENCES

Effective Date: 12/17/2007

467.4.1 External Mandatory References

Effective Date: 12/17/2007

- [5 CFR Part 530, subpart B, Aggregate Limitation on Pay](#)**
- [5 CFR Part 531, subpart B, Determining Rate of Basic Pay](#)**

- c. [5 CFR Part 575, subparts A, B, and C, Recruitment, Relocation and Retention Incentives](#)
 - [Subpart A—Recruitment Incentives](#)
 - [Subpart B—Relocation Incentives](#)
 - [Subpart C—Retention Incentives](#)
- d. [5 CFR Part 572, Travel and Transportation Expenses: New Appointees and Interviews](#)
- e. [Federal Travel Regulations \(41 CFR Subtitle F, chapters 301 and 302\)](#)
- f. [5 U.S.C. 2302\(d\) Prohibited personnel practices](#)
- g. [5 U.S. C. 5333, Minimum rate for new appointees](#)
- h. [5 U.S.C. 5706b, Interview expenses](#)
- i. [5 U.S.C. 5723, Travel and transportation expenses of new appointees and student trainees](#)
- j. [5 U.S.C. 5753, Recruitment and Relocation Incentives](#)
- k. [5 U.S.C 5754, Retention incentives](#)
- l. [5 U.S.C Chapter 12, Merit Systems Protection Board, Office of Special Counsel and Employee Right of Action](#)

467.4.2 Internal Mandatory References

Effective Date: 12/17/2007

- a. **Recruitment and Relocation Incentives**
 - [Implementation Guidelines for Authorizing Recruitment and Relocation Incentives](#)
- b. **Retention Incentives**
 - [Implementation Guidelines for Authorizing Retention Incentives](#)
 - [Information Technology \(IT\) Professional Skills Incentive Program Standard Operating Procedures Manual](#)
- c. **Superior Qualifications and Special Needs Appointments** (also known as Appointments Above the Minimum Rate)

- [Implementation Guidelines for Authorizing Superior Qualifications and Special Needs Appointments](#)

d. **Payment of Travel and Transportation Expenses; Pre-employment Interviews and New Appointees**

- [Implementation Guidelines for Authorizing Payment of Travel and Transportation Expenses; Pre-Employment Interviews and New Appointees](#)

467.4.3 Mandatory Forms

Effective Date: 12/17/2007

- Appointments based on Superior Qualifications and/or Special Needs Approval Form (AID Form 400-17) (<http://inside.usaid.gov/forms/a400-17.doc>)**
- Recruitment/Relocation Incentive Approval Form (AID Form 400-14) (<http://inside.usaid.gov/forms/a400-14.doc>)**
- Recruitment Incentive Service Agreement (AID Form 400-15) (<http://inside.usaid.gov/forms/a400-15.doc>)**
- Relocation Incentive Service Agreement (AID Form 400-16) (<http://inside.usaid.gov/forms/a400-16.doc>)**
- Retention Incentive Recommendation and Approval Form (AID Form 400-13) (<http://inside.usaid.gov/forms/a400-13.doc>)**
- Retention Incentive Service Agreement (AID Form 400-28)**
- Service Agreement for Payment of Travel and Transportation Expenses (AID Form 400-18) (<http://inside.usaid.gov/forms/a400-28.doc>)**

467.5 ADDITIONAL HELP

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467.6 DEFINITIONS

Effective Date: 12/17/2007

(See section **467.4.2** for definitions that are specific to use of each pay authority described in this chapter.)

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.