

HHS Transmittal 96.22
Personnel Manual
Issue Date: 8/23/96

Material Transmitted:

HHS Instruction 575-1, Recruitment and Relocation
Bonuses, Retention Allowances,
and Supervisory Differentials

Material Superseded:

None

Background:

This is the first Instruction to be published on the subjects of recruitment and relocation bonuses, retention allowances, and supervisory differentials, based on Sections 302 and 404 of the Federal Employees Pay Comparability Act of 1990 (5 U.S. Code 5753, 5 U.S. Code 5754, 5 U.S. Code 5755, and 5 CFR, Part 575).

This Instruction is streamlined in accordance with National Performance Review recommendations, and is in support of HHS administrative initiatives calling for more streamlined rules and greater delegations of authority.

Any reference to "OPDIV" in this Instruction now includes AHCP, ATSDR, CDC, FDA, HRSA, IHS, NIH, SAMHSA, the Office of the Secretary, the Program Support Center, HCFA, ACF, and AOA.

This issuance is effective immediately. Implementation under this issuance must be carried out in accordance with applicable laws, regulations, and bargaining agreements.

Filing Instructions:

File new material. Post receipt of this transmittal to the HHS Check List of Transmittals and file this transmittal in sequential order after the check list.

John J. Callahan
Assistant Secretary for
Management and Budget

INSTRUCTION 575-1

Distribution: MS (PERS): HRFC-001

HHS Instruction 575-1 - Exhibit A

DELEGATION OF AUTHORITY TO APPROVE RECRUITMENT AND RELOCATION
BONUSES, RETENTION ALLOWANCES, AND SUPERVISORY DIFFERENTIALS,
AND WAIVE EMPLOYMENT SERVICE AGREEMENTS CONNECTED WITH
RECRUITMENT AND RELOCATION BONUSES

A. Authority Delegated

1. I hereby delegate to the Heads of Operating Divisions (OPDIVs) and Staff Divisions (STAFFDIVs) the authority to:
 - a. Approve a recruitment bonus of up to 25 percent of basic pay to an employee who is newly appointed to a position covered by 5 CFR 575a.
 - b. Approve a relocation bonus of up to 25 percent of basic pay for an employee covered by 5 CFR 575b who must relocate to accept a position if the organization would be likely, in the absence of such a bonus, to encounter difficulty in filling the position with a high quality candidate.
 - c. Approve a retention allowance of up to 25 percent of basic pay to a current employee covered by 5 CFR 575c if the unusually high or unique qualifications of the employee or a special need of the organization for the employee's services makes it essential to retain the employee, and the organization determines that the employee would be likely to leave in the absence of a retention allowance.
 - d. Approve payment of a supervisory differential to an employee under the General Schedule who has supervisory responsibility for one or more civilian employees not under the General Schedule if one or more of the subordinate civilian employees would, in the absence of such a differential, be paid more than the supervisory employee.
 - e. Approve a request for a waiver of repayment of bonus monies on behalf of an employee who involuntarily fails to complete the service agreement established in connection with a recruitment and relocation bonus.
2. These authorities may be redelegate with further redelegations authorized.

Exhibit A (Continued)

3. The delegations contained in 1a through c must be authorized in conformance with a plan developed by the OPDIV or STAFFDIV. In this Department, the minimum plan must consist of the OPM regulations and the delegation of authority within the OPDIV or STAFFDIV. Approval of actions will generally be at one level higher than the recommending official, unless the official with approval authority exercises the option for delegated approval based on specified criteria as described in the OPM regulations. Where the Head of the OPDIV or STAFFDIV is the recommending official, the case will be referred to the Assistant Secretary for Management and Budget for action. Where the Assistant Secretary for Management and Budget is the recommending official, the case will be referred to the Deputy Secretary for action.
4. The authorities delegated in this Instruction must be given special attention as part of ongoing human resources assessment activities, and findings concerning their use must be included in the annual human resources assessment reports required by Instruction 273-1.

B. Effective Date

This delegation is effective on the date of this transmittal.